

**AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE  
AUTHORITY, HELD ON THE 7<sup>TH</sup> DAY OF DECEMBER 2009, 7:00 P.M., COUNTY  
ADMINISTRATION CONFERENCE ROOM, MONTGOMERY COUNTY GOVERNMENT  
CENTER, CHRISTIANSBURG, VIRGINIA:**

<b>PRESENT:</b>	Gary Creed	-Chair
	James Politis	-Vice Chair
	Mary Biggs	-Secretary-Treasurer
	Annette Perkins	-Member
	John Muffo	-Member
	William Brown	-Member
	Doug Marrs	-Member
	Robert C. Fronk	-PSA Director
	Linda Pendleton	-Secretary to Board
	Craig Meadows	-County Administrator
	Marty McMahon	-County Attorney
	Malvin Wells	-Planning Commission

**CALL TO ORDER**

Chair Creed called the meeting to order and determined that a quorum was present.

**DELEGATION**

Chris Carey, Administrator, VACo Risk Management Programs, gave an overview of current procedures for processing claims. He discussed a no-fault coverage that the Authority could add as a rider to the policy that would pay out all claims up to \$10,000 each occurrence for an additional premium.

**PUBLIC ADDRESS SESSION**

There were no comments from the public.

**CONSENT AGENDA**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated December 7, 2009.

The vote on the foregoing motion is as follows:

<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

**APPROVAL OF MINUTES  
DATED NOVEMBER 2, 2009**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the minutes dated November 2, 2009.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

**R09-12-1  
RESOLUTION ACCEPTING ELLISTON-SHAWSVILLE  
ELEMENTARY SCHOOL PROJECT WATER FACILITIES  
CHattel DEED**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, by the Board of Directors of the Montgomery County Public Service Authority, that the Board of Directors hereby agree to accept the Chattel Deed for the Elliston-Shawsville Elementary School Project water facilities; and, that said Chattel Deed provides fee simple transfer of the constructed water lines, valves, fittings, laterals, connections, and any and all other equipment and appurtenances to the Montgomery County Public Service Authority. The Chattel Deed is hereby attached and made part of this Resolution by reference.

BE IT FURTHER RESOLVED, that the Chair of the Montgomery County Public Service Authority is hereby authorized to sign the above referenced Chattel Deed for the purpose of acknowledging acceptance of the Deed on behalf of the Directors of the Montgomery County Public Service Authority.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

**FINANCIAL REPORT**

The financial report for period ending November 30, 2009 was presented for review and discussion.

## **DIRECTOR'S REPORT**

The Director's Report included the following items:

1. Monthly Activities Report  
The November 2009 report was presented for review.
2. First Quarter Fiscal Year 2010 Cash Balance Graph  
A graph of total water and sewer accounts cash balances for all workdays from July 1, 2009 to October 31, 2009 was discussed.
3. A water purchase to sales comparison chart for the period from July 1, 2009 to October 31, 2009 was discussed.
4. A sewer purchase to sales comparison chart for the period from July 1, 2009 to October 31, 2009 was discussed.
5. Christiansburg FY 2010 Sewer Rate Decrease  
By letter dated November 6, 2009, the Town notified the PSA that the sewer rate decreased from \$4.67 to \$4.01 per 1,000 gallons. The sewer rates are calculated every year using the previous year's flow, operating expense and debt service. A significant increase in the previous year's flow is the most likely cause for the rate reduction.
6. Inflow and Infiltration (I&I) Sewer Surcharge Fee  
During the November 2, 2009 PSA meeting, the Board authorized the Director to advertise the proposed Inflow and Infiltration (I&I) Sewer Surcharge Fee. The public hearing notice was advertised in the Current Section of the Roanoke Times on November 13 and November 20, 2009. The public hearing for this proposed fee is scheduled for February 1, 2010.
7. Fence Damage to Plum Creek Sewer Pump Station  
The security fence surrounding the PSA Plum Creek Sewer Pump Station was struck by a vehicle during the night of November 2, 2009. The incident was discovered by a PSA employee checking the pump station the next morning as the vehicle was still at the scene with a note providing the driver's contact information. The incident was reported to police and to the PSA insurance provider. The damage to the fence is scheduled for repair. The PSA insurance provider already covered the estimated repair cost, less the deductible, and is actively pursuing full reimbursement from the driver's insurance.
8. Mudpike Water Line Break  
On November 11, 2009, around 3 p.m., the PSA experienced a water line break along Mudpike near the intersection with Violet Lane. A 1" service saddle broke and the PSA was losing an estimated 40 gallon per minute of water. Although a holiday (Veteran's Day), staff was able to assemble a repair crew from the sewer section, and the repairs were completed by 1 a.m. Weather and site conditions made the repair work difficult, but the crew performed well.
9. Warm Hearth Sewer Pump Station Replacement Project  
The contractor has continued working on this project and has completed the installation of the concrete pump station structure. This project is expected to be completed in December 2009 or January 2010.
10. Water Break – Top of Christiansburg Mountain – December 7, 2009  
PSA personnel discovered that the Town of Christiansburg had a major water break on the top of Christiansburg Mountain, and the PSA's tank at Camp Christi was empty. Staff was able to monitor the situation and provide water to all but one PSA customer until the leak was repaired by the Town. The Town did not notify the PSA about the water break, staff learned of the break by news media.
11. Shawsville Water Customer – Large Leak  
The Director discussed a 486,000 gallon leak incurred by a Shawsville customer. The customer is an elderly customer, on a fixed income, and monthly bills run an average of \$16 per month. With the current adjustment policy, the bill will be \$950.00. The Director will discuss a 24-month payment plan with the customer to pay the large bill.

There were no reports from Authority members.

On a motion by James Politis, seconded by Mary Biggs, and carried; IT WAS RESOLVED, that the Public Service Authority hereby enters into Closed Meeting for discussion of the following:

## 1. Personnel

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

On a motion by Annette Perkins, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority ends their Closed Meeting to return to Regular Session.

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

On a motion by Annette Perkins, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority of Montgomery County has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Public Service Authority does hereby agree, that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the meeting to which this certification resolution applies; and (ii) only public business matters as were identified in the motion conveying the Closed Meeting were heard, discussed or considered by the Authority.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

#### **ADJOURNMENT**

On a motion by James Politis, seconded by John Muffo, and carried; IT WAS RESOLVED, that the Public Service Authority does hereby adjourn to the next meeting scheduled for Monday, January 4, 2010.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		
James Politis		
Annette Perkins		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		